

**HVAC Maintenance Bid Specs**  
**Finance Department**  
**Division of Risk Management**  
**777 Office Park**  
**Montgomery, Alabama**

The Division of Risk Management (Finance Department) owns three buildings at 777 Office Park: 771 South Lawrence Street, 777 South Lawrence Street, and 770 South McDonough Street. There are no maintenance personnel on staff. The Division of Risk Management wishes to contract for periodic inspection, preventive maintenance, service and repair of HVAC systems located in these three (3) buildings. The controllers are manufactured by Distech and Lonworks. Niagara <sup>AX</sup> is the software used to diagnose equipment problems, to service the existing controls, and to integrate new equipment and systems as may be necessary.

The equipment to be serviced includes:

1. Outdoor Heat Pump Units
2. Air Handlers
3. Packaged Rooftop Units
4. Exhaust Fans
5. Hydronic Pumps for Heating Systems

An equipment breakdown with filter/belt sizes and quantity is attached.

All bidders must provide a copy of a current City of Montgomery business license.

All bidders must provide a copy of the current EPA Certifications.

All bidders should have a minimum of 5 years of commercial HVAC maintenance experience.

Bidders must furnish references from 3 current commercial customers that have been serviced multiple times within the past year. Furnish name of company, contact person, and a current phone number.

Bidders must be Niagra certified and furnish a copy of the "Certificate of Completion" from Niagra.

Bidders must be insured with a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate general liability insurance and provide evidence of insurance with the bid.

All bidders must have Workman's Compensation insurance in accordance with the laws of the State of Alabama and furnish proof of insurance with the bid.

Contractor will invoice in arrears for each service call to include all parts, freight, labor, date of service, and a description of work performed.

Contractor will provide a detailed task list (service ticket) to the State at the time the service is completed.

There will be a mandatory site visit. Failure to attend the site visit will disqualify a bidder.

Contractor must be located within 50-100 miles and provide a response time for a non-emergency service within 24 hours. Response time for an emergency call is 1 hour. Upon award of bid, vendor must provide a 24 hour service call number.

The contract will include the following items:

- Annual and Quarterly preventive maintenance service calls.
- Labor rates for service and repairs not included in the routine preventive maintenance service calls.
- Service and repair parts and components not included in the routine preventive maintenance service calls.

#### A. Preventive Maintenance Service Calls

Contract requires a quarterly preventive maintenance service call to each building. Each service call shall include the following services:

1. Travel to and from the service location.
2. Visual and mechanical inspection of all systems, units and components at each location to determine operating condition and efficiency. Typical inspection criteria shall include but not be limited to:
  - Refrigerant charge - Annual
  - Air temperature at random discharge registers
  - Condition of heat chambers, burners, flues, etc. - Annual
  - Flame, pilot, safeties, and igniter - Annual
  - Belt condition, tension, alignment
  - Excessive vibration and/or noise
  - Safety controls - Annual
  - Proper combustion and draft
3. Preventive maintenance of all systems, units and components at each service location assure proper operation and efficiency, and maximize equipment life

while minimizing unnecessary failures and repairs. Typical preventive maintenance items shall include but not be limited to:

Cleaning:

- Outdoor Coils – Annually ~~Coils, as needed but no less than quarterly~~
- Furnish and replace all disposable filters – MERV 7 or greater rating
- Cleaning of all permanent filters
- Fan impellers and blades – inspect quarterly; tighten annually
- Pilot orifices and igniters – Clean annually
- Clean & inspect condensate drains/pans/sumps – inspect quarterly and clean annually
- Electrical contacts - annually
- Burner orifices - annually
- Boiler tubes
- Condenser housings – screws and panel intact

Lubrication:

- Motors
- Bearings
- Valve Stems – leakage quarterly
- Linkages

Alignment/Calibration/Adjustment:

- Belts, alignment and tensioning - quarterly
- Couplings
- Safety Controls - annually
- Temperature and pressure controls - annually
- Electrical connections - annually
- Mounting bolts - annually
- Clamps/fittings - annually
- Refrigerant charge - annually
- Water chemicals
- Fuel/Air ration - annually
- Gas pressures - annually
- Controls and limits - annually

Miscellaneous:

- Inspection for worn, failing or questionable parts
- Painting of housings, chases, panels, etc. to prevent corrosion
- Any preventative maintenance activities recommended by the equipment manufacturer



- Any routine service procedures recommended by the equipment manufacturer
  - Ant, insect and rodent control in and around condenser housings, electrical enclosures, etc. evidences of significant infestation must be brought to the attention of the facility administrator immediately.
4. All service and/or repair needs discovered during routine testing, inspecting and preventive maintenance operations which are not included in this contract must be brought to the attention of the facility administrator immediately. Contractor will provide the facility administrator a detailed repair proposal including comprehensive estimate for parts and labor based on contract pricing.

Note: Refrigerant and refrigerant oil, whether installed during a routine service call or during a non-routine service call, is to be invoiced as a repair/service part.

B. Labor rates

- Hourly labor rate for a licensed HVAC mechanic, regular hours (Monday-Friday, normal work hours for company such as 8-5, 7-3, 7:30-4:30)
- Hourly labor rate for a licensed HVAC mechanic, overtime hours (all other days and hours, state and federal holidays)
- Hourly labor rate for a licensed HVAC mechanic's helper, regular hours (Monday-Friday, normal work hours for company such as 8-5, 7-3, 7:30-4:30)
- Hourly labor rate for a licensed HVAC mechanic's helper, overtime hours (all other days and hours, state and federal holidays)

C. Parts and Components

- Mark-up percentage for replacement parts and components regardless of the dollar amount of cost